
DAVID R. CRAIG
HARFORD COUNTY EXECUTIVE



MARY F. CHANCE
DIRECTOR OF ADMINISTRATION



RICHARD D. LYNCH
Director, Department of Inspections,
Licenses and Permits

HARFORD COUNTY GOVERNMENT

CONCERT/EVENT PERMIT APPLICATION

Applicant must complete this form in its entirety. If more space is required, additional sheets may be attached. Please be advised that an incomplete form may delay the review of this application or could result in denial of the permit.

APPLICANT

Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

VENUE

Address: _____

Property Owner(s) Name: _____

Property Owner(s) Address: _____

Property Owner(s) Phone Number: _____

Property Owner(s) E-mail: _____

Maximum Capacity of Venue: _____

Expected Attendance: _____

Date(s) of Event: _____

Type of Event: _____

Names and Addresses of Principal Performers:

Detailed description of musical instruments and sound reproduction equipment and systems to be used: _____

Type and quantity of potable water and sewerage facilities to be available at the site:

Type and quantity of medical facilities to be available at the site:

Applicant shall attach the following:

1. A detailed security plan addressing, at a minimum, traffic control, parking, means of controlling ingress and egress, number and type of on-site security staff.
2. A detailed site plan showing the location of all facilities required such as parking, performance stands, audience location and pedestrian and vehicular flow patterns.
3. A list of all structures to be built, existing structures to be utilized, and improvements to any existing structures or facilities proposed for the event (e.g. tents or stages).
4. Two (2) sets of detailed construction plans for any improvement, structure or facility that has been or will be constructed for the event.
5. A cash bond payable to Harford County, Maryland in the greater of either \$1.00 for each person that is anticipated by the County to attend or \$5,000.00.
6. Application fee of \$500.00.

The Department of Inspections, Licenses and Permits, Division of Housing Services must be notified immediately of any changes to information provided in your application. Failure to do so may cause your permit to be revoked. This application is subject to review by multiple agencies. A decision regarding the issuance of a permit will be rendered within 60 days of application. Applicant is responsible for obtaining any required Building, Electrical and Plumbing Permits and obtaining final approval of the work subject to those permits. Failure to do so prior to the event may result in revocation of the concert/event permit. If you have any questions regarding this application you may contact the Division of Housing Services at 410-638-3385. By signing hereunder, the applicant attests that the information provided herein and attached hereto is complete and correct.

Applicant's Signature

Date

Print Name

Title

The signature of the Director below shall constitute issuance of a concert/event permit for the event described in this application.

Richard D. Lynch, Director
Department of Inspections, Licenses and Permits

Date

Recommended for approval this _____ day of _____, 20____.

James D. Moore
Chief, Housing Services Division